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Personnel



NEWCOMERS' ORIENTATION PROGRAM

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This operating instruction implements AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*. It provides responsibilities for conducting the HQ AFRC Newcomers' Orientation Program. The purpose of the program is to welcome newcomers to the AFRC family; provide an overview of the mission, policies, and programs; and ensure each individual has a smooth transition into the headquarters.

SUMMARY OF REVISIONS

This revision changes the procedures for conducting newcomer sessions.

1. Newcomers' Orientation Program. The AFRC/PA, in coordination with AFRC/CV and AFRC staff agencies, conducts a Newcomers' Orientation Program for all military, including air reserve technicians, and civilian members assigned to HQ AFRC. Attendance of spouses is encouraged.

2. Responsibilities:

2.1. Office of Public Affairs:

2.1.1. Manages the overall program.

2.1.2. Ensures availability of AFRC/CV/CS or designated senior officer to welcome the group.

2.1.3. Schedules and arranges orientations, to include reserving the command conference room, arranging speakers, and producing handouts.

2.1.4. Prepares and distributes agenda, welcome brochure, fact sheets, and questionnaires.

2.1.5. Publicizes sessions through the LAN, by letter, at staff meetings, and other means as necessary.

2.1.6. Collects completed questionnaires and prepares synopsis for AFRC/CV.

2.1.7. Evaluates program to determine when changes are needed.

2.1.8. Arranges for the command and other appropriate briefings.

2.2. Functional Staff Offices:

2.2.1. The 951st RSPTS/CC/CCF welcomes regular active-duty members and statutory tour reservists, and briefs them on military matters pertaining to AFRC and the base.

2.2.2. AFRC/SCSVG manages audiovisual equipment to accommodate briefers.

2.2.3. AFRC/DOC presents the AFRC operations summary.

2.2.4. AFRC/DP provides current personnel issues, including labor and union matters, and discusses civilian personnel issues and the air reserve technician program management.

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